

**REQUEST FOR BIDS  
174 PROSPECT STREET  
MERCHANTVILLE, NEW JERSEY**

**A. REQUEST FOR BIDS**

The Borough of Merchantville invites bids for the purchase and rehabilitation of 174 Prospect Street, Merchantville, New Jersey. The Borough will receive sealed bids on Friday, April 29, 2011, by no later than 11:00 AM.

Property information may be examined at the Office of the Borough Clerk, Merchantville Borough Hall, 1 West Maple Avenue, Merchantville, New Jersey 08109.

A pre-bid meeting will be held at the Merchantville Borough Hall on April 22, 2011 at 2:00 PM. Following the meeting, an inspection of the property will be conducted.

Questions regarding the bids must be addressed in writing, and forwarded via facsimile to the attention of Denise Brouse, Borough Clerk, at 856-662-2474 x103. All questions will be answered in writing, and where clarification to all prospective bidders is required, it will be done so by written addendum. The deadline for acceptance of questions is Friday, April 22, 2011, at 3:00 PM.

An original and two (2) copies of each bid must be submitted, and shall include all completed forms and documents referenced in the bid package. The bids shall be submitted in a sealed envelope bearing the name and address of the bidder, and the subject of the bid, addressed to:

**Denise Brouse, Borough Clerk  
Borough of Merchantville  
1 West Maple Avenue  
Merchantville, NJ 08109**

The Borough of Merchantville reserves the right to reject any or all bids as it may appear in the best interest of the Borough. The Borough also reserves the right to waive any defect or informality in the bid should it be in the best interest of the Borough to do so.

**B. PURPOSE & BACKGROUND**

The purpose of the bidding is to solicit bids for the purchase and rehabilitation of 174 Prospect Street, Merchantville, New Jersey. The Borough is seeking bids that are consistent with the intent of the zoning ordinance and appropriate to the immediate neighborhood. The Borough is in the process of acquiring the property from its current owner. The Borough reserves the right to reject any or all bids if the Borough cannot acquire title to the property.

## **C. PROPERTY AND ADJACENT NEIGHBORHOOD**

The property is located at 174 Prospect Street, Merchantville, New Jersey, which is referenced as Block 40, Lot 9.01 of the Borough's Official Tax Map. The property is located in the R-3 Residential Zone. The property is a semi-detached, single family structure, with lot dimensions of 35 feet by 180 feet. The immediate neighborhood is one of single family dwellings, and is immediately adjacent to the recreational area of the Borough inclusive of the Merchantville Community Center.

## **D. BIDS**

Bids shall include an original and two (2) copies each of the following:

1. Completed and signed Bid Form, including the purchase offer for the property. The minimum bid on the property shall be \$5,000 Thousand (\$5,000.00) Dollars, and the bidder shall be required to satisfy all liens, if any, on the property.
2. A Narrative Description of the proposed rehabilitation, including a listing of all variances required, if any.
3. Drawings:
  - a. The Floor Plan, drawn at a minimum scale of 1/4"=1'-0". Indicate all room names and sizes.
  - b. An indication of the work to be performed.
4. A List of Materials proposed to be used in the rehabilitation.
5. A Project Schedule indicating projected start date, approval times, construction and occupancy.
6. Down payment of ten (10%) percent of the Purchase Offer for the property, as specified in Paragraph F., Section 5, hereafter, in cash, certified check or bank teller's check payable to the "Borough of Merchantville", to be received within five (5) business days of the Borough's acceptance of the Purchase Offer.
7. Restrictive Covenant requiring construction to begin within three (3) months of the date of award, and completed within within nine (9) months of the date of award. Extensions to this requirement may be considered by the Borough due to delays in receiving approvals and other significant factors.

## **E. ACCESS TO THE SITE AND EXISTING BUILDING**

After the pre-bid meeting and site visit, bidders may re-visit the site by appointment. Access to the property can be scheduled through Denise Brouse, Borough Clerk, by telephoning (856-662-2474 x103).

## **F. SELECTION CRITERIA**

The Mayor and Borough Council will review all of the complete bids received, and act on same within sixty (60) days of opening of the bids. The Borough Council may choose to meet with one or more of the bidders to discuss their bids in further detail.

In reviewing the bids, consideration will be given, but not be limited to the following components:

1. The purchase offer for the property, consistent with the requirements of Section D., above.
2. The detailed description of the proposed rehabilitation to be performed to the property.
3. The number and severity of the variances required by the bid, if any.

## **G. EXHIBITS**

The following exhibits are attached for use in preparing the bids:

1. Tax maps of the property and immediate adjacent neighborhood.
2. The Borough of Merchantville Zoning Ordinance.
3. Bid Form.